

*Adm. - progress 1949*  
*YAL*  
19 December 1946

MEMORANDUM FOR: CHIEF, COMMUNICATIONS DIVISION  
CHIEF, SECURITY DIVISION  
CHIEF, FINANCE DIVISION  
CHIEF, PERSONNEL DIVISION  
CHIEF, SERVICES DIVISION  
CHIEF, PROJECTS SUPPORT DIVISION  
CHIEF, LEGISLATIVE LIAISON DIVISION

SUBJECT: Monthly Progress Reports

1. The present system of submitting weekly reports on the activities of P & A divisions will be discontinued. Instead, monthly reports will be required, and the items to be reported on for each division are as follows:

1. Status of Personnel in Division

- (a) Total number of personnel allowed under approved Table of Organization by sections
- (b) Total number of personnel on duty by sections
- (c) Number of personnel interviewed for whom actions have been initiated
- (d) Remaining unfilled positions by sections
- (e) Principal personnel problems which exist, particularly with regard to key personnel.

2. Problems

Principal problems within the division and in dealings with CIC activities or other Government departments.

3. Accomplishments

Accomplishments which are as a result of meetings held and any other outstanding accomplishments which indicate administrative progress.

4. Future Plans

Future plans of the Division, indicating the plan, the manner in which it should be accomplished, and the problems involved in accomplishing same.

HS/HC-56

300052

- 2 -

5. Volume

Volume, indicating by item the statistical volume of material handled within the division. The report of the Finance Division will include the status of funds with respect to obligations incurred during the month, liquidated obligations, and unobligated balances.

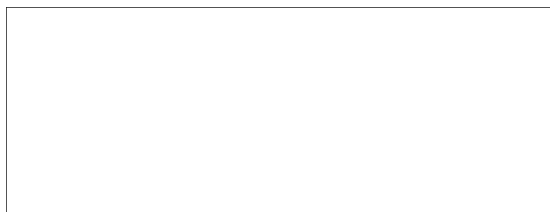
2. It is suggested that Division Chief, P & A, require similar reports from Section Heads on which the overall division report may be based.

3. These monthly reports will be made as of the 30th day of each month and must be submitted to the Executive for Personnel and Administration on the 1st day of the following month.



Colonel, AGD  
Executive for Personnel and Administration

STAT



Central Records (2)  
Stayback

STAT